

CDS

User's Guide

Table of Contents

Introduction	1
Definitions of USPS Terms	3
Control of Lists Submitted for CDS File Updating	5
Manager, Address Management Systems	5
Delivery Unit	5
National Customer Support Center (NCSC)	5
Control Record	5
Transfer of CDS Subscription	5
Qualifying to Receive CDS File Information	6
First-Time Qualification for Addresses Other Than Post Office Boxes	6
First-Time Qualification for Post Office Box Addresses	6
Qualifying Additional ZIP Code Areas	6
Qualifying Additional Address Groupings in a Qualified ZIP Code	7
CDS Conversion Deferral	7
File Update	7
Annual Update Requirement	7
Security	9
Changing Customer Profile Information	9
Encryption	9
Media Specifications	9
CDS File Fees	9
Calculation	9
Payment	9
CDS File Formats	11
CDS Volume Header Record	11
CDS ZIP Code Header Record	11
CDS Carrier Route Header Record	12
CDS Delivery Point Record	13
Data Element Definitions	15
CDS File Application Request Form	35
CDS Sample Diskette Request Form	37
Appendix A: Sample Route Header Card and Delivery Unit Summary	25
Appendix B: Address Management Systems Address List	27

Introduction

Computerized Delivery Sequence (CDS) is a United States Postal Service (USPS) 5-digit ZIP Code-based product derived from the Address Management System (AMS). CDS is designed to make updated address information available to customers with qualified, computerized address lists.

This guide is designed to familiarize potential customers with the CDS process, including:

- Qualification procedures
- Diskette format specifications
- Customer profile changes and transmission procedures
- File fee calculation and payment methods

CDS customer benefits include walk sequence saturation discounts.

For more information on CDS products, services, and technical support, call or write:

CUSTOMER SUPPORT DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001
800-238-3150

Definitions of USPS Terms

Carrier Possible Deliveries

- Delivery points to which carriers are currently delivering.
- Delivery points to which carriers do not deliver because of alternate delivery, e.g., PO box or caller service. Alternate delivery points are uniquely identified in the CDS base file.
- Delivery points vacant longer than 90 days and likely to be long-term vacancies, which are not considered seasonal. Long-term vacancy delivery points are uniquely identified in the base file.
- Delivery points delivered only during certain times of the year (e.g., summer or winter). Seasonal delivery points are uniquely identified in the base file. It is the customer's responsibility to determine the proper season for mailing.

Post Office Box Possible Deliveries

Box numbers within a box section that currently receives or has previously received delivery.

Five-Digit ZIP Code

A numeric code that identifies areas with the United States and its territories and possessions to simplify USPS mail distribution. The first five digits of the ZIP Code identify the individual post office of a metropolitan area delivery station associated with the address. This area is also called a "zone."

ZIP+4 Code

A numeric code comprised of the 5-digit ZIP Code plus a 4-digit add-on assigned to an address. Every address in the CDS file has a ZIP+4 code.

Delivery Point Code

A code consisting of the ZIP+4 code plus the last two digits of the primary address number. This code is used in the preparation of the mailer-applied, 11-digit delivery point barcode and is included in every address record in the CDS file.

Address Management System

The USPS address information database from which many address quality improvement products and services are derived.

CDS File

File containing a list of addresses or boxes in a box section arranged in delivery sequence and served by a specific carrier.

Note: *We do not recommend processing a CDS file through address-matching software to correct it and then using the corrected file to prepare a walk-sequence mailing.*

Customer Profile

A specific CDS file participant information summary record used internally by the USPS to identify qualified customers and the ZIP Codes for which they are qualified to receive CDS information.

Qualified Customer Address Lists

To qualify for CDS, customer address lists must comply with the following applicable requirements for each 5-digit ZIP Code area for which the customers wish to receive delivery sequence information:

Definitions of USPS Terms

1. **City Carrier Residence-Only Grouping**—If the addresses are in a residence-only grouping, the list must contain at least 90 percent (but not more than 110 percent) of all possible residential city carrier deliveries within the 5-digit ZIP Code area.
2. **City Carrier Business-Only Grouping**—If the addresses are in a business-only grouping, the list must contain at least 90 percent (but not more than 110 percent) of all possible business city carrier deliveries within the 5-digit ZIP Code area.
3. **City Carrier Combination Residence and Business Grouping**—If the addresses are in a combined residence and business grouping, the list must contain at least 90 percent (but not more than 110 percent) of all possible city carrier deliveries within the 5-digit ZIP Code area.
4. **Post Office Box Grouping**—If the addresses are in a post office box grouping, the list must contain at least 90 percent (but not more than 110 percent) of all possible PO box deliveries within the 5-digit ZIP Code area whether business, residential, or a combination of both.
5. **Rural and Highway Contract Route Grouping**—If the addresses are in a rural or highway contract route grouping, the list must contain at least 90 percent (but not more than 110 percent) of all possible rural carrier or highway contract deliveries within the 5-digit ZIP Code area.
6. **Combined Delivery-Type Grouping**—If the addresses are in a grouping that combines more than one of the individual address groupings described in 1–5 above, the list must contain at least 90 percent (but not more than 110 percent) of all possible deliveries within each individual address grouping included in the list.

Domestic Mail Manual

The Domestic Mail Manual (DMM) contains USPS regulations for domestic mail services. These regulations include the rates for postage and restrictions on its use, descriptions of the classes of mail and special services and conditions governing their use, requirements for wrapping and mailing, explanations of collection and delivery services, and general provisions concerning the use of USPS services and facilities. DMM A920 describes the address list sequencing services that comprise the CDS product.

CDS Subscription

A one-year subscription, renewable annually, to the CDS product. Subscription fees must be received before renewed subscriptions will be fulfilled, and new subscriptions will be prorated. The annual subscription period is February 1 of one year through January 31 of the next.

Control of Lists Submitted for CDS File Updating

Manager, Address Management Systems

The Manager, Address Management Systems (AMS) manages the initial manual CDS qualification procedures, updates all CDS files within his or her district, and bills customers for **manual** address-sequencing services only.

Delivery Unit

The local delivery unit verifies address cards or lists and performs card sequencing services to determine a customer's eligibility to receive CDS information.

National Customer Support Center (NCSC)

The NCSC generates CDS for qualified customers who have been authorized by the Manager, AMS. The NCSC bills qualified CDS participants upon first-time qualification and throughout the year as appropriate. The NCSC also serves as the payment and customer support location for CDS customers.

Control Record

For each customer requesting CDS file information, the NCSC maintains a control record (customer profile) consisting of the following:

- Name and address of customer
- Name(s) and telephone number(s) of customer-authorized contact(s).
- List of 5-digit ZIP Codes and date the appropriate delivery unit confirmed the customer's qualification through the address card verification process.
- Charges and payment information by 5-digit ZIP Code and customer name. (If a customer's account is overdue, CDS file information is not released.)

The customer is responsible for ensuring that the information in the customer profile is current. To change information in the profile, the customer must notify the NCSC in writing. Only the authorized contact(s) listed in the profile may initiate a change to existing information.

For assistance, write or call:

CUSTOMER SUPPORT DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001
800-238-3150

Transfer of CDS Subscription

Qualified CDS customers who are current on all payments may transfer their CDS subscription to another party. A letter requesting each ZIP Code to be transferred must be submitted to the NCSC Customer Support Department. The letter must be printed on company letterhead and signed by the authorized contact listed in the customer profile. Once a CDS subscription is transferred, the original customer becomes ineligible to receive CDS data for the zones transferred unless they requalify using the manual card verification process.

Qualifying to Receive CDS File Information

First-Time Qualification for Addresses Other Than Post Office Boxes

1. The customer requesting CDS file information must submit the CDS Customer Application to the appropriate AMS manager to participate. A sample customer application and a list of district AMS addresses are included in the appendix. A customer may use a computer-generated application in place of the preprinted application if all required data elements appear in approximately the same format and position.
2. After receiving the CDS application, the AMS manager instructs the customer to submit address cards to the appropriate office for qualification pursuant to the requirements in DMM A920. A Delivery Unit Summary must accompany the cards, and the container for the cards must be clearly marked "CDS File Qualification."
3. If a customer's address cards meet the 90–110 percent coverage requirement, the customer is notified that he/she is qualified to receive CDS file information. If the address card sequencing process shows that the address files have less than 90 percent or more than 110 percent coverage, the AMS manager can suggest other address-sequencing options.
4. Billing for manual card processing is based on the address card sequencing service process set forth in DMM A920. The AMS manager returns the updated cards to the customer. It is the customer's responsibility to provide payments for the manual card processing within 30 days. Failure to do so will result in product suspension, and manual qualification will be required to be reinstated.
5. Once a customer's address cards have been manually validated for a ZIP Code in accordance with DMM A920, the customer is eligible to receive encrypted CDS data for that ZIP Code. Customer requests for CDS data are to be submitted to the NCSC by the local AMS office manager. The request must include the Add/Change Authorization Form, a copy of the CDS Customer Application, and a copy of the completed Five-Digit Delivery Unit Summary for the qualified ZIP Code. When the request is received and processed by the NCSC, the customer will receive the next monthly fulfillment. Upon receipt of the CDS data, the customer has 30 days to pay (see page 9, "CDS File Fees"). Failure to pay will result in product suspension, and manual qualification will be required to be reinstated.

First-Time Qualification for Post Office Box Addresses

1. To qualify for CDS post office box addresses, customers must submit either address cards for address sequencing and correction service in accordance with DMM A920 or addresses in a list format.
2. If cards are submitted, the process is as described in the previous section.
3. If a list is submitted for CDS qualification only, the process is the same as in section A, with the following exceptions:
 - a. The accuracy and completeness of the list is verified to determine whether it meets the 90–110 percent requirement for CDS qualification.
 - b. No corrections are made to the list.
 - c. No fee is charged for verification of the list.
 - d. The verified list is not returned to the customer.

Qualifying Additional ZIP Code Areas

Customers must qualify each additional ZIP Code area using the process described in the previous sections to receive CDS information.

Note: When the USPS creates a new ZIP Code area out of an existing one, customers automatically qualify to receive updated information if they were qualified in the original ZIP Code area. This does not include ZIP Code boundary adjustments if the customer is not qualified in the ZIP Code in which the adjustment took place.

Qualifying Additional Address Groupings in a Qualified ZIP Code

When a customer is qualified to receive CDS information within a 5-digit ZIP Code area in a particular address grouping and wants CDS information for additional address groupings, the customer must do the following:

1. Apply to receive CDS information using the procedures in the previous sections.
2. Meet the 90–110 percent requirement for each additional address grouping requested. For example, a customer is qualified to receive CDS information for the city grouping and wants to receive CDS information for PO box addresses in the same 5-digit ZIP Code area. To receive this new address grouping, the customer must either submit address cards for his or her business address list and meet the 90–110 percent requirement or submit address cards for a combined residence/business address grouping and meet the 90–110 percent requirement.

CDS Conversion Deferral

Customers can defer the beginning of an annual subscription to CDS for up to three months after qualifying. Customers who are ready to begin the annual subscription to CDS must submit a copy of the Delivery Unit Summary verifying that they underwent address-sequencing services in accordance with DMM A920 within the previous three months for the ZIP Code area in question. Customer requests for CDS data are to be submitted to the NCSC by the manager of the local AMS office. The request must include the Add/Change Authorization Form, a copy of the CDS Customer Application, and a copy of the complete Five-Digit Delivery Unit Summary for the qualified ZIP Code. The request will be entered by the NCSC, and the CDS product will be fulfilled on the next monthly fulfillment. Upon receipt of the CDS data, the customer has 30 days to pay (see page 9, “CDS File Fees”). Failure to pay will result in product suspension, and manual qualification will be required to be reinstated.

File Update

The annual CDS fee covers five bimonthly updates and any additional updates that the AMS manager may specify due to changes in delivery sequence. The customer is notified when CDS Support Services determines that an additional update is necessary. (This determination is based on the processing needs of the USPS—not the customer’s need to maintain compliance with the 90–110 percent address list accuracy requirement.) If a customer chooses not to receive an update, he or she is still obligated to pay for it because the CDS fee is based on a one-year subscription.

Note: The USPS strongly discourages skipping updates because they contain the most accurate walk sequence information available. To ensure that address files are as accurate and up-to-date as possible, customers should request and incorporate all included updates.

Annual Update Requirement

1. Each January all qualified customers must reapply to maintain their CDS qualification. A CDS Renewal Application Form will be sent by the NCSC each November. It is the customer’s responsibility to update (if necessary), sign, and return the form to the NCSC Customer Support Department by the date shown on the form. The most recent CDS file received from the USPS must also be returned. If a customer becomes active as a new customer or qualifies in a new ZIP Code after the December bimonthly release, he or she will receive the renewal form shortly

thereafter. The customer must also return the form by the date shown on the renewal. A customer neglecting to return their renewal form by the required date will have his or her product suspended and may be required to requalify manually to receive CDS data.

2. The computerized address information submitted by the customer must be encrypted using USPS-supplied software.
3. The USPS tests the customer's address file with the CDS software to determine whether it contains less than 90 percent or more than 110 percent of the addresses in the AMS database. If the customer's address file does not comply with those coverage limitations, it is returned and the customer must requalify through first-time qualification procedures.

Security

Changing Customer Profile Information

1. Only the NCSC Customer Support Department can change customer profile information.
2. Customers must provide written notification to the NCSC Customer Support Department to change the profile information. Only the authorized contact(s) maintained in the customer profile is permitted to initiate a change to existing customer profile information.
3. The NCSC Customer Support Department must confirm the authenticity of the request by calling the customer' authorized contact(s) using the telephone number(s) maintained in the existing customer profile record.

Encryption

All data files provided to customers are encrypted with a customer-defined password. A USPS-supplied utility program allows the customer to decrypt the file using the password. This utility program is currently available only for IBM 370 architecture-based mainframe, PC-DOS, or MS-DOS PCs.

Media Specifications

CDS data is supplied to customers in the media format they request. A customer is permitted to select only one of the following formats in which to receive all CDS data:

1. 1.2 MB or 1.44 MB IBM-compatible diskette
2. Standard IBM magnetic tape in one of the following formats:

Media	Character Set	BPI	Label
9-Track	ASCII	1600	Non-labeled
9-Track	ASCII	6250	Non-labeled
3480 Cartridge	ASCII	38 K	Non-labeled

CDS File Fees

Calculation

Fees for CDS information are based on the number of possible deliveries per 5-digit ZIP Code provided to the customer. Call or write the NCSC Customer Support Department for the current schedule of fees.

The fee is calculated per one thousand possible deliveries per 5-digit ZIP Code and prorated for increments less than a complete thousand. A minimum fee for one thousand possible deliveries is charged for ZIP Code areas with less than one thousand total possible deliveries.

When payment is made annually, fees for CDS data are based on the number of deliveries that existed in the first release of CDS provided. When payment is made bimonthly, fees are based on the number of deliveries in each separate release.

Payment

CDS fees must be paid annually. If customers want to pay the annual fee on a prorated bimonthly basis, they must pay a premium of 1.5 percent per one thousand possible deliveries. Payments are submitted to the NCSC Customer Support Department and may be paid via check, money order, or credit card (Visa, MasterCard, American Express, and Discovery). Payment must be made in full for all CDS data provided, and the NCSC will not accept payment for less than the full amount due.

Customers who do not pay within 30 days of the CDS invoice date are considered to be in default and are disqualified from receiving future updates. Once disqualified, manual requalification may be required before a customer is eligible to receive CDS data. No further notices or bill will be provided to the customer beyond the due date of the invoice.

CDS File Formats

CDS Volume Header Record

FIELD REF NO.	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU	
1	RECORD TYPE INDICATOR	01	01	01
2	MAILER ID	09	02	10
3	FILE VERSION MONTH	02	11	12
4	DASH	01	13	13
5	FILE VERSION YEAR	02	14	15
6	VOLUME SEQUENCE NUMBER	03	16	18
7	ZIP COUNT	05	19	23
8	ROUTE COUNT	07	24	30
9	TOTAL RECORD COUNT	09	31	39
10	FILLER	67	40	106

CDS ZIP Code Header Record

FIELD REF NO.	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU	
1	RECORD TYPE INDICATOR	01	01	01
2	FILE VERSION MONTH	02	02	03
3	DASH	01	04	04
4	FILE VERSION YEAR	02	05	06
5	ZIP CODE	05	07	11
6	ROUTE COUNT	05	12	16
7	DELIVERY POINT RECORD COUNT	05	17	21
8	RESIDENTIAL DELIVERY ACTIVE COUNT	05	22	26
9	RESIDENTIAL DELIVERY POSSIBLE COUNT	05	27	31
10	BUSINESS DELIVERY ACTIVE COUNT	05	32	36
11	BUSINESS DELIVERY POSSIBLE COUNT	05	37	41
12	PO BOX THROWBACK COUNT	04	42	45
13	SEASONAL COUNT	05	46	50
14	VACANT COUNT	05	51	55
15	DROP COUNT	05	56	60
16	RESIDENCE BUSINESS SERVED DROPS COUNT	05	61	65
17	FILLER	41	66	106

CDS Carrier Route Header Record

FIELD REF NO.	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU	
1	RECORD TYPE INDICATOR	01	01	01
2	ZIP CODE	05	02	06
3	CARRIER ROUTE ID	04	07	10
4	DELIVERY POINT RECORD COUNT	05	11	15
5	RESIDENTIAL DELIVERY ACTIVE COUNT	05	16	20
6	RESIDENTIAL DELIVERY POSSIBLE COUNT	05	21	25
7	BUSINESS DELIVERY ACTIVE COUNT	05	26	30
8	BUSINESS DELIVERY POSSIBLE COUNT	05	31	35
9	PO BOX THROWBACK COUNT	03	36	38
10	SEASONAL COUNT	05	39	43
11	VACANT COUNT	05	44	48
12	DROP COUNT	05	49	53
13	RESIDENCE BUSINESS SERVED DROPS COUNT	05	54	58
14	FILLER	48	59	106

CDS Delivery Point Record

FIELD REF NUMBER	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU	
1	RECORD TYPE INDICATOR	01	01	01
2	ZIP CODE	05	02	06
3	CARRIER ROUTE ID	04	07	10
4	DELIVERY SEQUENCE NUMBER	05	11	15
5	RECORD TYPE CODE	01	16	16
6	PO BOX THROWBACK INDICATOR	01	17	17
7	DELIVERY ADDRESS NUMBER	10	18	27
8	STREET PRE DIRECTION ABBREVIATION	02	28	29
9	STREET NAME	28	30	57
10	STREET SUFFIX ABBREVIATION	04	58	61
11	STREET POST DIRECTION ABBREVIATION	02	62	63
12	SECONDARY ADDRESS ABBREVIATION	04	64	67
13	SECONDARY ADDRESS NUMBER	08	68	75
14	DELIVERY TYPE CODE	01	76	76
15	ADDRESS VACANT INDICATOR	01	77	77
16	DELIVERY POINT DROP INDICATOR	01	78	78
17	DELIVERY POINT BUSINESS FAMILY SERVED COUNT	03	79	81
18	SEASONAL DELIVERY INDICATOR	01	82	82
19	PLUS4			
	ZIP SECTOR CODE	02	83	84
	ZIP SEGMENT CODE	02	85	86
20	DELIVERY POINT DPBC DIGITS	02	87	88
21	DELIVERY POINT DPBC CHECK DIGIT	01	89	89
22	URBANIZATION LOCALE KEY	06	90	95
23	PREFERRED LAST LINE LOCALE KEY	06	96	101
24	FILLER	05	102	106

Data Element Definitions

Address Vacant Indicator

A 1-byte field that specifies whether a delivery point has been unoccupied for 90 days or more:
Y = Vacant 90 days or more; N = Not vacant.

Business Delivery Active Count

The total number of active business deliveries. In the CDS ZIP Code Header Record, this field contains the total number of active business deliveries for a given ZIP Code; in the CDS ZIP Route Header Record, it contains the total number of active business deliveries for a carrier route.

Business Delivery Possible Count

The number of possible deliveries. In the CDS ZIP Code Header Record, this field contains the number of possible business deliveries for a given ZIP Code; in the CDS ZIP Route Header Record, it contains the number of possible business deliveries for a given carrier route.

Carrier Route ID

A 4-byte code assigned to a given mail delivery or collection route within a 5-digit ZIP Code area. The first character of this identification is alphabetic; the last three are numeric:

Bnnn =	PO Box
Hnnn =	Highway Contract
Rnnn =	Rural Route
Cnnn =	City Delivery
Gnnn =	General Delivery

Delivery Address Number

The numeric or alphanumeric component of an address preceding the street name—often referred to as the *house number*. Delivery address numbers that are preceded by significant leading zeroes are identified by a hyphen preceding the address number. All numeric data is right-aligned with leading zeroes, and all alphanumeric data is left-aligned.

Delivery Point Business Family Served Count

The number of potential deliveries for a drop site. If the Delivery Point Drop Indicator equals Y, the Business Family Served Count field contains the number of businesses or families served at that drop site. This number is greater than one (except for general delivery records, in which it can equal zero). If the Delivery Point Drop Indicator equals N, the Business Family Served Count equals zero. If the Delivery Point Drop Indicator equals C, the Business Family Served Count is greater than zero.

Delivery Point Barcode (DPBC) Digits

The last two digits of a primary street number (post office box number, rural route box number, or highway contract route number).

Delivery Point Barcode Check Digit

The last number in a barcode; it is calculated by the following formula:
10 – last digit of the sum of (ZIP5+ZIP4+DPBC).

Data Element Definitions

Example: If ZIP5 = 94497, ZIP4 = 9200, and DPBC = 00, then $9+4+4+9+7+9+2+0+0+0+0 = 44$
 $10 - 4 = 6$
DPBC Check Digit = 6

Delivery Point Drop Indicator

A 1-byte field that specifies whether a delivery point is a drop site. A drop is a single delivery point or receptacle that services multiple residences. Examples of drop sites include a single door slot shared by two residences, a box on a wall for duplexes, or a boarding house or fraternity in which mail is delivered to the door for subsequent distribution. Mail for drop sites is distributed internally by the site.

A commercial mail receiving agency (CMRA) holds mail or forwards it to an addressee. Each CMRA must be registered with the post office responsible for delivery to the CMRA. They are also classified as drop sites because the carrier delivers the mail to one point from which the company distributes it to specific boxes.

Y = Delivery point is a drop

N = Delivery point is not a drop

C = CMRA

Delivery Point Record Count

The total number of delivery points for a given area. In the CDS ZIP Code Header Record, this field contains the total number of delivery point records for a given ZIP Code; in the CDS Carrier Route Header Record, it contains the total number of delivery point records for a given carrier route.

Delivery Sequence Number

A numeric code indicating the position of an address within a carrier's walk path. The order in which a carrier delivers mail can be determined by listing all address records for the carrier sorted by the delivery sequence number.

Delivery Type Code

A numeric sequence indicating the category of delivery point and its type of service:

- A *Residential Curb*. A delivery point for a residence with a mail receptacle located at the curb.
- B *Residential Neighborhood Delivery and Collection Box Units (NDCBU)*. A delivery point consisting of residential cluster boxes.
- C *Residential Central*. A delivery point within a building that has two or more ZIP+4 codes assigned to a bank of boxes (e.g., Arrow locks).
- D *Residential Other*. A delivery point serviced other than by curb, central, or NDCBU. Examples of this delivery type include door-to-door (walking route) or door-slot delivery.
- E *Residential Facility Box*. A residential customer's PO box located in a USPS facility.
- F *Residential Contract Box*. A residential customer's PO box located in a contract unit.
- G *Residential Detached Box*. A residential customer's PO box that is not located in a post office building but one for which the USPS collects box rent.
- H *Residential Non-Personnel Unit (NPU)*. A residential self-service postal center that furnishes essential mail services such as collection and delivery of ordinary mail and sale of stamps. At a residential NPU, mail is delivered to mail boxes (similar to PO boxes). Residential NPU deliveries are non-staffed, self-service units and are most often found in rural areas.

- I *Business Curb*. A delivery point for a business with a mail receptacle located at the curb.
- J *Business NDCBU*. A delivery point consisting of business cluster boxes.
- K *Business Central*. A delivery point for a business serviced by receptacles that are within a delivery center or mailroom.
- L *Business Other*. A delivery point serviced other than by curb, central, or NDCBU. Examples of this delivery type include door-to-door (walking route) or door-slot delivery.
- M *Business Facility Box*. A business's PO box whose PO box section is located at a USPS facility.
- N *Business Contract Box*. A business's PO box whose PO box section is located at a USPS contract unit.
- O *Business Detached Box*. A business's PO box whose detached box section is not located in a post office building, but which is nevertheless rented from the USPS.
- P *Business Non-Personnel Unit*. A self-service postal center that furnishes essential mail services, such as collection and delivery of ordinary mail and sale of stamps. At a business NPU, mail is delivered to mail boxes, similar to PO boxes. Business NPUs are non-staffed, self-service units and are most often found in rural areas.
- Q *General Delivery*

Drop Count

The total number of drop sites. In the CDS ZIP Code Header Record, this field contains the total number of drop sites for a given ZIP Code; in the CDS ZIP Route Header Record, it contains the total number of drop sites for a given carrier route. It is NOT the number of customers served by those drop sites.

File Version Month

The month for this edition of the file.

File Version Year

The last two digits of the year for this edition of the file.

Mailer ID

The CDS customer ID number.

Plus4

A 4-digit sequence consisting of the sector and segment numbers. The +4 further subdivides the ZIP Code area.

PO Box Throwback Count

The total number of PO throwbacks for an area. In the CDS ZIP Route Header Record, the PO Throwback field contains the total number of PO throwbacks for a given carrier route; in the CDS ZIP Code Header Record, it contains the total number of PO throwbacks for a given ZIP Code.

PO Box Throwback Indicator

The address of this delivery point is a street address, but actual delivery is made to the customer's PO box address.

T = PO Box Throwback

Preferred Last Line Locale Key

This field contains the locale key of the preferred last line of a particular delivery point and is used to locate that delivery point's preferred city name in City State Product.

Record Type Code

An alphabetic value that identifies the type of data in the record.

P = PO Box

G = General

R = Rural Route

S = Street

F = Firm

H = Highrise

Record Type Indicator

A 1-byte field that identifies the type of CDS record.

1 = Volume Header Record

2 = ZIP Code Header Record

3 = ZIP Route Header Record

4 = Detail Record

Residence Business Served Drops Count

The total number of families or businesses served by a drop delivery or other multi-service delivery point for a given area. In the CDS ZIP Route Header Record, this field contains the number of families or businesses served by a drop delivery or other multi-service delivery point for a given carrier route; in the CDS ZIP Code Header Record, it contains the number of families or businesses served by a drop delivery or other multi-service delivery point for a given ZIP Code.

Residential Delivery Active Count

The total number of active residential deliveries for a given area. In the CDS ZIP Route Header Record, this field contains the number of active residential deliveries for a given carrier route; in the CDS ZIP Code Header Record, it contains the number of active residential deliveries for a given ZIP Code.

Residential Delivery Possible Count

The total number of possible residential deliveries for a given area. In the CDS ZIP Route Header Record, this field contains the number of possible residential deliveries for a given carrier route; in the CDS ZIP Code Header Record, it contains the number of possible residential deliveries for a given ZIP Code.

Route Count

The total number of routes for a given area. For the CDS ZIP Header Record, this field gives the number of routes for a given ZIP Code; in the CDS Volume Header Record, it contains the number of routes for a given volume.

Seasonal Delivery Indicator

A 1-byte field that specifies whether a given address receives mail only during a specific season (e.g., a summer-only residence).

Y = Delivery point has seasonal delivery

N = Not applicable

Seasonal Count

The total number of seasonal deliveries for a given area. In the CDS ZIP Code Header Record, this field gives the number of seasonal deliveries for a given ZIP Code; in the CDS ZIP Route Header Record, it contains the number of seasonal deliveries for a given carrier route.

Secondary Address Abbreviation

A descriptive code that identifies the type of secondary address range.

<u>Value</u>	<u>Description</u>	<u>Value</u>	<u>Description</u>
APT	Apartment	PIER	Pier
BLDG	Building	REAR*	Rear
BSMT*	Basement	RM	Room
DEPT	Department	SIDE*	Side
FL	Floor	SLIP	Slip
FRNT*	Front	SPC	Space
HNGR	Hangar	STE	Suite
LBBY*	Lobby	STOP	Stop
LOT	Lot	TRLR	Trailer
LOWR*	Lower	UNIT	Unit
OFC*	Office	UPPR*	Upper
PH*	Penthouse	KEY	Key

* When these abbreviations are used, a secondary address number is not required. See the latest version of Publication 28, *Postal Addressing Standards*, for a complete list of secondary address abbreviations. If any discrepancies exist between this document and Publication 28, the most current version of Publication 28 always takes precedence.

Secondary Address Number

The alpha and/or numeric sequence that specifically identifies a unit at an address. The number may represent an apartment, room, suite, floor, space, or other similar addressable unit. Apartment room numbers that are preceded by significant leading zeroes are identified by a hyphen preceding the number. All numeric data is right-aligned with leading zeroes, and all alphanumeric data is left-aligned.

Street Name

The official name assigned to a street by a local governing authority. This field contains only the street name and does not include directional or suffix components. This element may also contain literals (e.g., PO Box, General Delivery, USS, PSC, or UNIT).

Numeric street names that have numeric components of four characters (or less) are aligned so the low-order digit of the number is in the fourth position of the field. This shift is made so that the numeric street names appear in numeric sequence.

Street Post-direction Abbreviation

A geographic direction following a street name.

W	=	West
E	=	East
N	=	North
NE	=	Northeast
NW	=	Northwest
S	=	South
SE	=	Southeast
SW	=	Southwest

Street Pre-Direction Abbreviation

A geographic direction preceding a street name.

Spaces	No Pre-Direction
E	East
N	North
NE	Northeast
NW	Northwest
S	South
SE	Southeast
SW	Southwest
W	West

Street Suffix Abbreviation

A standard USPS code for a word frequently appearing as a trailing designator in street addresses. See the latest version of Publication 28, *Postal Addressing Standards*, for a complete list of street suffix abbreviations. If any discrepancies exist between this document and Publication 28, the most current version of Publication 28 always takes precedence.

ALY	Alley	FLS	Falls
ANX	Annex	FRY	Ferry
ARC	Arcade	FLD	Field
AVE	Avenue	FLDS	Fields
BYU	Bayou	FLT	Flats
BCH	Beach	FRD	Ford
BND	Bend	FRST	Forest
BLF	Bluff	PATH	Path
BTM	Bottom	PIKE	Pike
BLVD	Boulevard	PNES	Pines
BR	Branch	PL	Place
BRG	Bridge	PLN	Plain
BRK	Brook	PLNS	Plains
BG	Burg	PLZ	Plaza
BYP	Bypass	PT	Point
CP	Camp	PRT	Port
CYN	Canyon	PR	Prairie
CPE	Cape	RADL	Radial
CSWY	Causeway	RNCH	Ranch
CTR	Center	RPDS	Rapids
CIR	Circle	RST	Rest
CLFS	Cliffs	RDG	Ridge
CLB	Club	RIV	River
COR	Corner	RD	Road
CORS	Corners	ROW	Row
CRSE	Course	RUN	Run
CT	Court	SHL	Shoal
CTS	Courts	SHLS	Shoals
CV	Cove	SHR	Shore
CRK	Creek	SHRS	Shores
CRES	Crescent	SPG	Spring
XING	Crossing	SPGS	Springs
DL	Dale	SPUR	Spur
DM	Dam	SQ	Square
DV	Divide	STA	Station
DR	Drive	STA	Stravenue
EST	Estates	STRM	Stream
EXPY	Expressway	ST	Street
EXT	Extension	SMT	Summit
FALL	Fall	TER	Terrace

Data Element Definitions

TRCE	Trace
TRAK	Track
TRL	Trail
TRLR	Trailer
TUNL	Tunnel
TPKE	Turnpike
UN	Union
VLV	Valley
VIA	Viaduct
VW	View
VLG	Village
VL	Ville
VIS	Vista
WALK	Walk
WAY	Way
WLS	Wells

Total Record Count

The total number of delivery point records for a given area.

Urbanization Locale Key

The locale key of an urbanization for a given delivery point; it is used only with addresses in Puerto Rico. This field is used to locate the urbanization name in City State Product.

Vacant Code

The total number of delivery points unoccupied 90 days or longer for an area. In the CDS ZIP Code Header Record, this field gives the number of delivery points unoccupied for 90 days or more for a given ZIP Code; in the CDS Carrier Route Header Record, the total number of delivery points unoccupied for 90 days or more for a given carrier route.

Volume Sequence Number

A number representing the position of any given volume within the entire set of tapes/cartridges.

ZIP Code

A 5-digit code that identifies a specific geographic delivery area. ZIP Codes can represent an area within a state, an area that crosses state boundaries (unusual condition) or a single building or company that has a high mail volume. *ZIP* is an acronym for Zone Improvement Plan.

ZIP Count

The total number of ZIP Codes for a given volume.

ZIP Sector Code

The first two digits of the 4-digit ZIP add-on code. This code represents a smaller geographic area within a ZIP Code area. ZIP sector boundaries are established so as not to cross state or county lines.

ZIP Segment Code

The last two digits of the 4-digit ZIP add-on code, which represent a smaller geographic area within a ZIP Sector area. Geographically, ZIP segments represent areas such as one side of a city block between intersections; both sides of a street, including cul-de-sacs; a company or building; a floor or group of floors within a building; a cluster of mailboxes; sections of post office boxes; or other similar delivery groups.

,

Appendix A: Sample Route Header Card and Delivery Unit Summary

CARRIER ROUTE HEADER CARD

*5-digit ZIP Code Submitted _____ *Post Office _____

*Cards Are: ☐ Resident ☐ Business ☐ Combination of Resident and Business

*Level of Service Requested:

- ☐ Sequencing of Address Cards (A920.2.0)
- ☐ Sequencing of Address Cards, with Total Possible Deliveries Shown (A920.3.0)
- ☐ Sequencing of Address Cards, with Missing or New Addresses Added (A920.4.0)

A*	B*	C	D	E	F	G	H	I
Carrier Route/PO Box No. (All Services)	Count (All Services)	Changes (All Services)	Nonchargeable Svcs		Chargeable Services		Total Returned (All Services)	Total Current Possible Deliveries (All Services)
			Missing Addresses (A920.3.0 Services)	Rural Addresses Converted (All Services)	Non- existent Addresses Removed (All Services)	New Addresses Added (A920.4.0 Services)		

*To Be Completed by Customer

Column Explanations

- Carrier route number or post office box section number (all services).
- Number of addresses the customer is submitting for the route.
- Number (indicated with a minus (–) sign of deliverable addresses not deliverable by the designated route carrier. (Carriers must give these cards to their supervisors.) Number (indicated with a plus (+) sign) of deliverable addresses from their routes brought to the designated route for sequencing.
- Number of delivery addresses missing from the submitted list. The carrier must identify these by inserting one blank card per missing address or noting a series of sequenced missing addresses on one blank card. These blank cards are inserted in proper sequence in the address cards submitted by the customer. Use of this column applies to 3.0 service only.
- Number of rural addresses converted to city delivery.
- Number of nonexistent addresses. These are addresses that are undeliverable by any carrier. The carrier must remove these address cards and return as a separate bundle.
- Number of new addresses not in the customer's cards. One card may contain multiple possible deliveries. Each delivery is counted as a chargeable addition.
- Total addresses being returned to customer. For 2.0 service (column B, plus or minus column , minus column F). For 3.0 service (columns B plus D), plus or minus column C, minus (column F). For 4.0 service (column B plus or minus column C, minus F plus G).
- Maximum possible delivery count for business and/or residential deliveries including individual apartment units from 1621, Carrier Route Report (Should agree with column H for service under 3.0 and 4.0 only.)

Appendix B: Address Management Systems Address List

The following pages contain the addresses of the USPS Address Management System offices. Office listings are organized alphabetically by state and by 3-digit ZIP under each state heading.

To find the office that is responsible for a 5-digit ZIP Code, locate the state in which the office is located and the first three digits of the ZIP Code.

Alabama

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
351 24TH ST N
BIRMINGHAM AL 35203-9321
(205) 521-0545
350 351 352 354 355 356 357 358 359
360 361 362 363 364 365 366 367 368

Alaska

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
3720 BARROW ST
ANCHORAGE AK 99599-9321
(907) 273-5808
995 996 997 998 999

Arizona

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
4949 E VAN BUREN ST RM 62
PHOENIX AZ 85026-9321
(602) 225-3460
850 852 853 855 856 857 859 860 863 864

Arkansas

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
420 NATURAL RESOURCES DR
LITTLE ROCK AR 72205-9321
(501) 228-4171
716 717 718 719 720 721 722 723 724 725
726 727 728 729

California

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
7001 S CENTRAL AVE RM 372
LOS ANGELES CA 90052-9321
(213) 586-1880
900 901

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
2300 REDONDO AVE RM 2017
LONG BEACH CA 90809-9321
(310) 494-2372
902 903 904 905 906 907 908

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
28201 FRANKLIN PKWY
SANTA CLARITA CA 91383-9321
(805) 294-6771
910 911 912 913 914 915 916 930 931 934
935

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
11251 RANCHO CARMEL DR RM 366
SAN DIEGO CA 92199-9321
(619) 674-0515
919 920 921 922 923 924 925

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
3101 W SUNFLOWER AVE
SANTA ANA CA 92799-9316
(714) 662-6330
917 918 926 927 928

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 882706
SAN FRANCISCO CA 94188-2706
(415) 550-5465
940 941 943 944 949 954 955 962 963 964
965

Appendix B: AMS Address List

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
1675 7TH ST RM 120M
OAKLAND CA 94615-9321
(510) 874-8585
945 946 947 948

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
1750 LUNDY AVE
SAN JOSE CA 95101-7034
(408) 723-6183
932 933 936 937 938 393 950 951

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
3775 INDUSTRIAL BLVD
WEST SACRAMENTO CA 95799-0043
(916) 373-8055
942 952 953 956 957 958 959 960

Colorado

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
7500 E 53RD PL RM 2216
DENVER CO 80266-9321
(303) 853-6202
800 801 802 803 804 805 806 807 808 809
810 811 812 813 814 815 816 820 821 822
823 824 825 826 827 828 829 830 831

Connecticut

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
50 BREWERY ST RM 150
NEW HAVEN CT 06511-9321
(203) 782-7178
060 061 062 063 (except 06379) 064 065
066 067 068 069

Florida

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
7415 COMMONWEALTH AVE RM 316
JACKSONVILLE FL 32099-9321
(904) 783-7233
320 321 322 323 324 325 326 344

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 999321
MID FLORIDA FL 32799-9321
(407) 333-8406
327 328 329 334 347 349

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
2200 NW 72ND AVE RM 216
MIAMI FL 33152-9321
(305) 470-0319
330 331 332 333 340

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
6013 BENJAMIN RD STE 205
TAMPA FL 33634-5178
(813) 889-3901
335 336 337 338 339 341 342 346

Georgia

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 599321
DULUTH GA 30026-9321
(770) 717-3537
300 301 302 303 305 306 311 399

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
451 COLLEGE ST STE 222D
MACON GA 31213-9321
(912) 752-8566
298 299 304 308 309 310 312 313 314 315
316 317 318 319

Hawaii

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
3600 AOLELE ST RM 105
HONOLULU HI 96820-3621
(808) 423-3913
967 968 969

Illinois

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
500 E FULLERTON AVE
CAROL STREAM IL 60199-9321
(630) 260-5480
600 601 602 603 610 611

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
6801 W 73RD ST
BEDFORD PARK IL 60499-9321
(708) 563-7355
604 605 609 613 614 615 616 617 618 619
625 626 627

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
433 W HARRISON ST RM 4033
CHICAGO IL 60607-9321
(312) 983-8331
606 607 608

Indiana

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 9321
INDIANAPOLIS IN 46298-9321
(317) 870-8601
460 461 462 463 464 465 466 467 468
469 472 473 474 475 478 479

Iowa

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 189993
DES MOINES IA 50318-9321
(515) 251-2383
500 501 502 503 504 505 506 507 508 509
510 511 512 513 514 520 521 522 523 524
525 526 527 528 612

Kentucky

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 31321
LOUISVILLE KY 40231-9321
(502) 454-1855
400 401 402 403 404 405 406 407 408 409
411 412 413 414 415 (except 41503) 416 417
418 420 421 422 423 424 425 426 427 471
476 477

Louisiana

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
701 LOYOLA AVE
NEW ORLEANS LA 70133-9321
(504) 589-1238
700 701 702 703 704 705 706 707 708 710
711 712 713 714

Maine

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
380 RIVERSIDE ST
PORTLAND ME 04103-7032
(207) 828-8503
039 040 041 042 043 044 045 046 047 048
049

Maryland

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 789
SILVER SPRINGS MD 20918-0789
(301) 754-1703
200 202 203 204 205 206 207 208 209

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
900 E FAYETTE ST RM 521
BALTIMORE MD 21233-9321
(410) 347-4224
210 211 212 214 215 216 217 218 219

Massachusetts

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
1883 MAIN ST STE 146
SPRINGFIELD MA 01101-9321
(413) 731-0527
010 011 012 013 050 051 052 053 054 056
057 058 059

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
74 MAIN ST
NORTH READING MA 01889-9321
(978) 664-7061
014 015 016 017 018 019 055

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
25 DORCHESTER AVE RM M210
BOSTON MA 02205-9321
(617) 654-5760
021 022

Michigan

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 9321
ROYAL OAK MI 48068-9321
(248) 546-7151
480 483

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
1401 W FORT ST RM 908
DETROIT MI 48233-9321
(313) 226-8102
481 482

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 999321
GRAND RAPIDS MI 49599-9321
(616) 752-4650
484 485 486 487 488 489 490 491 492 493
494 495 496 497

Minnesota

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
100 S 1ST ST RM 420
MINNEAPOLIS MN 55401-9321
(612) 349-4476
540 546 547 550 551 555 556 557 558 559
560 561 562 563564 565 566

Mississippi

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
401 E SOUTH ST
JACKSON MS 39201-9321
(601) 351-7317
369 386 387 388 389 390 391 392 393 394
395 396 397

Missouri

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
1720 MARKET ST RM 2081
SAINT LOUIS MO 63155-9321
(314) 436-4380
620 622 623 624 628 629 630 631 633 634
635 650 651 652 653

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
315 W PERSHING RD RM 525
KANSAS CITY MO 64108-9321
(816) 374-9266
636 637 638 639 640 641 644 645 646 647
648 649 654 655 656 657 658 660 661 662
667

Montana

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
2602 1ST AVE N STE 249
BILLINGS MT 59101-9321
(406) 657-5725
590 591 592 593 594 595 596 597 598 599

Nebraska

ADDRESS MANAGEMENT SYSTEMS
 UNITED STATES POSTAL SERVICE
 PO BOX 249503
 OMAHA NE 68124-9503
 (402) 255-3913
 515 516 664 665 666 668 669 670 671 672
 673 674 675 676 677 678 679 680 681 683
 684 685 686 687 688 689 690 691 692 693

Nevada

ADDRESS MANAGEMENT SYSTEMS
 UNITED STATES POSTAL SERVICE
 1001 E SUNSET RD RM 1030
 LAS VEGAS NV 89199-9321
 (702) 361-9435
 889 890 891 893 894 895 897 898 961

New Hampshire

ADDRESS MANAGEMENT SYSTEMS
 UNITED STATES POSTAL SERVICE
 955 GOFFS FALLS RD STE 321
 MANCHESTER NH 03103-9321
 (603) 644-3845
 002 030 031 032 033 034 035 036 037 038

New Jersey

ADDRESS MANAGEMENT SYSTEMS
 UNITED STATES POSTAL SERVICE
 494 BROAD ST RM 313
 NEWARK NJ 07102-9324
 (973) 468-7119
 070 071 072 073 074 075 076

ADDRESS MANAGEMENT SYSTEMS
 UNITED STATES POSTAL SERVICE
 21 KILMER RD
 EDISON NJ 08899-9321
 (732) 819-3650
 077 078 079 085 086 087 088 089

ADDRESS MANAGEMENT SYSTEMS
 UNITED STATES POSTAL SERVICE
 BOX 9001
 BELLMAWR NJ 08099-9321
 (609) 933-4391
 080 081 082 083 084 197 198 199

New Mexico

ADDRESS MANAGEMENT SYSTEMS
 UNITED STATES POSTAL SERVICE
 500 MARQUETTE AVE NW STE 914
 ALBUQUERQUE NM 87102-9321
 (505) 245-9505
 865 870 871 872 873 874 875 877 878 879
 880 881 882 883 884 885

New York

ADDRESS MANAGEMENT SYSTEMS
 UNITED STATES POSTAL SERVICE
 421 8TH AVE RM 3000
 NEW YORK NY 10199-9321
 (212) 330-2806
 090 091 092 093 094 095 096 097 098 100
 101 102 104

ADDRESS MANAGEMENT SYSTEMS
 UNITED STATES POSTAL SERVICE
 PO BOX 9321
 WHITE PLAINS NY 10610-9321
 (914) 697-7270
 004 105 106 107 108 109 124 125 126 127

ADDRESS MANAGEMENT SYSTEMS
 UNITED STATES POSTAL SERVICE
 14202 20TH AVE
 FLUSHING NY 11351-9321
 (718) 321-5035
 103 110 111 112 113 114 116

ADDRESS MANAGEMENT SYSTEMS
 UNITED STATES POSTAL SERVICE
 PO BOX 7303
 HAUPPAUGE NY 11760-9321
 (516) 582-7620
 005 115 117 118 119

ADDRESS MANAGEMENT SYSTEMS
 UNITED STATES POSTAL SERVICE
 30 OLD KARNER RD
 ALBANY NY 12288-9321
 (518) 452-4001
 120 121 122 123 128 129 130 131 132 133
 134 135 136 137 138 139

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
1200 WILLIAM ST RM G41
BUFFALO NY 14240-9321
(716) 846-2572
140 141 142 143 144 145 146 147 148 149

North Carolina

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 27499
GREENSBORO NC 27498-9321
(336) 668-1293
270 271 272 273 274 275 276 277 278 279
286

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
2901 S INTERSTATE 85 SERVICE RD
CHARLOTTE NC 28228-9904
(704) 424-4502
280 281 282 283 284 285 287 288 289 297

Ohio

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
850 TWIN RIVERS DR
COLUMBUS OH 43216-9321
(614) 469-4409
430 431 432 433 437 438 456 457

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
2200 ORANGE AVE RM 201
CLEVELAND OH 44101-9321
(216) 443-4455
440 441

ADDRESS INFORMATION SYSTEMS
UNITED STATES POSTAL SERVICE
580 GRANT ST
AKRON OH 44309-9308
(330) 996-9430
434 435 436 439 442 443 444 445 446 447
448 449

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
1591 DALTON AVE RM 341-B
CINCINNATI OH 45234-9321
(513) 684-5574
410 450 451 452 453 454 455 458 459
470

Oklahoma

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
3030 NW EXPRESSWAY ST STE 1042
OKLAHOMA CITY OK 73198-9321
(405) 553-6238
730 731 734 735 736 737 738 740 741743
744 745 746 747 748 749

Oregon

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 3079
PORTLAND OR 97208-9321
(503) 294-2379
970 971 972 973 974 975 976 977 978
979 986

Pennsylvania

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
1001 CALIFORNIA AVE RM 2063
PITTSBURGH PA 15290-9321
(412) 359-7862
150 151 152 153 154 156 260

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
717 STATE ST STE 318
ERIE PA 16515-9321
(814) 878-0278
155 157 158 159 160 161 162 163 164
165 166 167 168

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
1425 CROOKED HILL RD RM 208
HARRISBURG PA 17107-9321
(717) 257-4888
169 170 171 172 177 178 180 181 182
183 184 185 186 187 188

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
1905 OLD PHILADELPHIA PIKE
LANCASTER PA 17602-9321
(717) 390-7439
173 174 175 176 179 189 193 194 195
196

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
2970 MARKET ST RM 316A
PHILADELPHIA PA 19104-9321
(215) 895-8680
190 191 192

Puerto Rico

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
585 AVE FD ROOSEVELT STE 206
SAN JUAN PR 00936-9321
(787) 767-2894
006 007 008 009

Rhode Island

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
24 CORLISS ST RM 248
PROVIDENCE RI 02904-9321
(401) 276-6899
020 023 024 025 026 027 028 029 063
(only 06379)

South Carolina

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 929321
COLUMBIA SC 29292-9321
(803) 926-6281
290 291 292 293 294 295 296

South Dakota

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 7520
SIOUX FALLS SD 57117-7520
(605) 333-2727
565 567 570 571 572 573 574 575 576 577
580 581 582 583 584 585 586 587 588

Tennessee

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
2525 PERIMETER PL DR STE 104
NASHVILLE TN 37214-9321
(615) 872-5660
307 370 371 372 373 374 375 377 378 379
380 381 382 383 384 385

Texas

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
951 W BETHEL RD
COPPELL TX 75099-9321
(972) 393-6602
750 751 752 753 754 755 756 757 758 759

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
4600 MARK IV PKWY
FORT WORTH TX 76161-9321
(817) 317-3680
739 760 761 762 763 764 768 769 790 791
792 793 794 795 796

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 250001
HOUSTON TX 77202-9321
(713) 226-3474
770 771 772 773 774 775 776 777 778

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
1 POST OFFICE DR
SAN ANTONIO TX 78469-9321
(210) 368-5515
733 765 766 779 780 781 782 783 784 785
786 787 788 789 797 798 799

Utah

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
1760 W 2100 S
SALT LAKE CITY UT 84199-9321
(801) 974-2390
840 841 842 843 844 845 846 847

Virginia

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 10139
FAIRFAX VA 22030-8039
(703) 934-2630
201 220 221 222 223 226 227

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
1801 BROOK RD
RICHMOND VA 23232-9321
(804) 775-6183
224 225 228 229 230 231 232 233 234
235 236 237 238 239 244

Washington

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 9000
SEATTLE WA 98109-9321
(206) 442-6173
980 981 982 983 984 985 987 988 989

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
707 W MAIN AVE STE 600
SPOKANE WA 99299-9321
(509) 626-6760
832 833 834 835 836 837 838 990 991
992 993 994

West Virginia

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 59321
CHARLESTON WV 25350-9321
(304) 561-1121
240 241 242 243 245 246 247 248 249 250 251
252 253 254 255 256 257 258 261 262 263 264
265 266 267 268

Wisconsin

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
PO BOX 5004
MILWAUKEE WI 53201-5004
(414) 287-2565
498 499 530 531 532 535 537 538 539 541 542
543 544 545 549



CDS File Application Request Form

Complete this application if you are requesting CDS File information. Forward this form to the Manager, Address Management Systems (AMS) responsible for the area you are requesting. The AMS manager will notify you as to where to send your address cards after receiving this form.

Company Name: _____

Address: _____

City: _____ State: _____ ZIP+4: _____

Primary Contact: _____ Phone: _____

Secondary Contact: _____ Phone: _____

Billing Address (If different from above): _____

City: _____ State: _____ ZIP+4: _____

Do you want your company listed on the USPS Web site (www.usps.gov)? _____

If yes, please provide the telephone number you wish to be listed if different from above. _____

Customers acknowledge by their signature below that the above-named individuals are authorized to act on behalf of their company in matters regarding acquisition of CDS information from the United States Postal Service. Customers also acknowledge that they understand the terms and conditions outlined in the Domestic Mail Manual, Section A920, and in the CDS customer brochure as they relate to qualification and acquisition of CDS files.

Name of Authorized Company Representative

Signature of Authorized Company Representative

Date

ZIP Codes Requested

- (1) Level of service requested: R=City Carrier Residential; B=City Carrier Business; C=City Carrier Combined, P=PO Box, RR=Rural Carrier and Highway Contract Routes
- (2) Indicate 5-digit ZIP Code area requested below. Attach separate list(s) in same format if necessary.
- (3) Indicate the total address cards maintained for the 5-digit ZIP Code area.

(4-6) Internal postal use.

☐ All ZIP Codes requested have been prequalified for CDS.

(1) Service R/B/C/P/RR	(2) 5-Digit ZIP Code	(3) No. Addresses Maintained	(4) AMS Delivery Statistics Count	(5) AMS File Date	(6) % Customer Addr of AMS Count
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Number of additional pages attached _____ (Complete this item if additional list(s) attached.)

Medium Selection

Check One	Media	Density	Label Option	Character Set
<input type="checkbox"/>	9-Track Tape	6250 BPI	NL	ASCII
<input type="checkbox"/>	9-Track Tape	1600 BPI	NL	ASCII
<input type="checkbox"/>	3480 Cartridge	38K BPI	NL	ASCII
<input type="checkbox"/>	5 1/4 Floppy Disk	1.2M		ASCII
<input type="checkbox"/>	3 1/2 Floppy Disk	1.44M		ASCII

Billing Selection

Check One
<input type="checkbox"/> Annual Billing
<input type="checkbox"/> Bimonthly Billing

Internal Postal Use

Date application received at the AMS office: _____

Date customer notified to submit cards for qualification: _____

Name of AMS Manager

Signature of AMS Manager

Date

AMS manager,

send completed form to:

CUSTOMER SUPPORT DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001



CDS Sample Diskette Request Form

Complete this application if you are requesting the CDS sample file.

Company Name: _____

Address: _____

City: _____ State: _____ ZIP+4: _____

Primary Contact: _____ Phone: _____

Secondary Contact: _____ Phone: _____

Customers acknowledge by their signature below that the above named individuals are authorized to act on behalf of their company in matters dealing with the acquisition of CDS file information from the United States Postal Service.

Name of Authorized Company Representative

Signature of Authorized Company Representative

Date

Medium Selection

Check One	Media	Density	Label Option	Character Set
<input type="checkbox"/>	9-Track Tape	6250 BPI	NL	ASCII
<input type="checkbox"/>	9-Track Tape	1600 BPI	NL	ASCII
<input type="checkbox"/>	3480 Cartridge	38K BPI	NL	ASCII
<input type="checkbox"/>	5 1/4 Floppy Disk	1.2M		ASCII
<input type="checkbox"/>	3 1/2 Floppy Disk	1.44M		ASCII

Send To:

CUSTOMER SUPPORT DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001